



## New Board Member Orientation

### Introductions

Conduct Facilities Tour  
SWAN offices, computer room, and typical Board meeting area(s)  
Personal introductions, including Board role or relation to Board, between new members and all pertinent staff

### Describe the Organization

Who we serve  
What we do  
Brief history of SWAN  
Overview of organization and member libraries  
Overview of SWAN services and departments; organizational chart and staff information  
SWAN's relationship to RAILS

### Provide Documents Organized in a Board Member Manual

List of Board members, and list of Committee memberships  
Contact information for all Board members, SWAN Executive Director and Office Manager  
Board Roles and Responsibilities  
Organizational Chart & Staff Contact List  
Bylaws  
Policy Manual  
Location of minutes of Board meetings for the past year (review of SWAN website)  
Annual Calendar of Activities and Meetings (Website)  
Current Budget  
Current Financial Report  
Chart of Accounts  
Strategic Plan  
SWAN Member Library List  
Governance Groups

### Explain and Discuss

Meeting attendance requirements--both full Board and various committees  
Committee assignments and charges  
Clear statement of Board member's role and relation to Executive Director and SWAN staff  
Assign "New Member Mentor" – contact for any questions during transition  
Brief overview and explanation of upcoming significant Board decisions and events

### Collect Data at the Meeting

Opportunity for general comments and open-ended questions from new members  
Request feedback regarding the orientation process – opportunities for improvement?